

Project Brief Template

A concise brief keeps scope, responsibility and delivery expectations clear.

Project Summary

Project name	
Business objective	
Main deliverable	
Success measure	

Scope

■	List pages and features
■	List content provided by client
■	List content created by provider
■	List third-party services
■	Confirm revision limit

Delivery

Start date	
Target date	
Approval contact	
Final handover format	